



Empowering individuals, families and our communities to take action against violence and abuse.

Job Opening: COMMUNICATIONS OFFICER

Monarch Services (formerly Women's Crisis Support-Defensa de Mujeres) is looking for a dynamic leader to strengthen Monarch's branding and messaging. This position will help increase awareness to better engage the community around gender-based and other forms of violence. The Communications Officer must be able to effectively communicate orally and in writing, work well independently, and be able to thrive in a socially progressive environment while being a decisive leader. Monarch is looking for a person with maturity, high professional standards and ethics, the ability to work with minimal supervision, and strong analytical skills.

The Communications Officer must have confidence mixed with a sense of humor, humility, and a deep appreciation and respect for violence prevention work. This position will report to the Executive Director. The Communications Officer will be a part of a team of leaders who are well respected and recognized both locally and across California. This position is confidential, part-time, and primarily based in Monarch's Santa Cruz Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead the development of a communications plan, incorporating a range of offline (events, TV/radio, meetings print) and online (website, email, social media) communication tactics to drive interest, awareness and support.
- Lead the development and distribution of publications and materials such as annual reports, flyers, print newsletters, press releases, and marketing collateral, for a broad range of audiences including youth, parents, supporters, news media, public officials, etc.
- Produce both written and multi-media stories and articles for offline (TV, radio, print) and online (website, email, social media) channels.
- Create, implement and maintain an effective system to organize all communication and marketing assets (logos, photographs, brochures, flyers, videos, etc.)
- Coordinate and provide guidance to vendors and volunteers in the production of graphic design, layout, photography and video projects.
- Maintain and strengthen relationships with media outlets.
- Prepare written reports with data, charts, and other useful information to determine effectiveness.
- Serve as Monarch Services representative at public meetings as assigned.
- Work closely with fundraising staff in event publicity.
- Attend staff meetings, training sessions, and other agency meetings as required.
- Maintain effective working relationships with other agency staff, volunteers, board of directors, clients, and with representatives of government, and other community organizations.
- Other duties related to the specific classification as assigned.

MINIMUM QUALIFICATIONS

Training and experience equivalent to a Bachelor's degree in a related field plus two years of related work experience.

- Excellent written and verbal communication skills.
- Extensive knowledge of social media and other communication tools.
- Ability to work independently with minimal supervision.

- Versatile, flexible, and willing to work within constantly changing priorities.
- Strong project management skills including the ability to multi-task and prioritize.
- Knowledge of the service area communities within Santa Cruz and Monterey Counties.
- Ability to maintain absolute confidentiality and use good judgement when dealing with sensitive matters.
- Demonstrated ability to produce well written reports.
- Flexibility in working hours, with willingness and ability to cover occasional evening or weekend events and assignments.
- Knowledge of intimate partner violence, sexual assault, human trafficking, and community resources.
- Ability to work with people of diverse ethnic, cultural, religious, socio-economic, political backgrounds, gender identification and abilities.
- Possession of valid driver’s license and use of an insured vehicle.
- Substantial knowledge of personal computers and experience with MS Office software, including Word.
- Have a sense of humor and demonstrate grace under pressure.
- Must be professional, gracious, and culturally embracing.

PHYSICAL JOB REQUIREMENTS

- Standing, walking, sitting, typing, reaching, bending, moving and/or lifting up to 25 pounds.
- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the phone or in person.
- Legally and physically able to drive personal or agency vehicle.

Classification: Exempt, Salaried, Part-time (20 hours/week), Confidential, Temporary position

Salary: \$25/hour and up commensurate with experience

Apply to be part of the Monarch team and help transform lives and communities!

How to apply:
Submit your Cover Letter and Resume clearly outlining your qualifications via e-mail (MS Word or PDF formats only) to lauras@monarchsc.org

Position Open Until Filled.

About Monarch:

Monarch Services, formerly Women’s Crisis Support~Defensa de Mujeres, was established in Santa Cruz County in 1977. Through crisis counseling, legal assistance, and advocacy, we help survivors of domestic violence, sexual assault, and/or human trafficking become survivors and repair their lives. Monarch Services has the only rape crisis center and emergency domestic violence shelter in Santa Cruz County and the Pajaro Valley. Monarch is an equal opportunity employer and values diversity of ethnic, cultural, religious, socio-economic, gender identification and expression, and political backgrounds.

Cultural Humility Statement:

Monarch Services embraces the spirit of cultural humility by understanding and dismantling systemic oppression through a lifelong commitment to self-reflection and self-critique of one’s own power and privilege in society.

*United Way of Santa Cruz County Family Friendly Workplace Awards.
 Monarch Services is a green-certified business.*